



DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING AGENCY
HEADQUARTERS, NORTHERN REGION
11 BERNARD ROAD
FORT MONROE, VA 23651-1001

SFCA-NR

3 November 2003

MEMORANDUM FOR U.S. Army Contracting Agency (ACA) Northern Region
Headquarters (NRHQ) Personnel

SUBJECT: ACA NR Administrative Policy Letter A04-03, Equal Opportunity (EO)

1. I am personally committed to the Army's Equal Opportunity Program and expect the same from all military and civilian personnel, especially ACA NR supervisors and leaders.
2. Discrimination, whether real or perceived, can destroy cohesion, undercut morale and discipline, and interfere with mission readiness and accomplishment. Every individual has the absolute right to work in an environment free of discrimination. Discrimination will not be condoned or tolerated in the ACA NR.
3. Supervisors and leaders will maintain a workplace climate that fosters fairness, dignity and respect, while ensuring elimination of discriminatory attitudes, behaviors, and practices that impact adversely on the ability to accomplish our mission.
4. Individuals desiring to file discrimination complaints are encouraged to first use their chain of command in order to resolve complaints at the lowest level, when possible. Complainants may choose to file either an informal or formal complaint. All complaints will be addressed in a prompt, professional manner. Other channels available for assistance, guidance and redress include, higher echelons of the complainant's chain of command, Equal Opportunity Advisor, Chaplain, Inspector General, Staff Judge Advocate, Provost Marshall, medical agency personnel, or the Housing Referral Office. NR supervisors and leaders will ensure that complainants and witnesses are protected from acts or threats of reprisal and/or retaliation.
5. Local Equal Opportunity Offices are the focal point for assistance with EO programs, complaints and procedures.
6. This administrative policy applies to all personnel in the ACA NR.
7. This administrative policy remains in effect until rescinded or superseded.


STEVEN R. BOSHEARS
Colonel, Acquisition Corps
Director



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MEMORANDUM FOR U.S. Army Contracting Agency (ACA) Northern Region
Headquarters (NRHQ) Personnel

SUBJECT: ACA NR Administrative Policy Letter A04-02, Equal Employment
Opportunity (EEO)

1. References:

- a. Public Law 92-261, Equal Employment Opportunity Act of 1972.
- b. 29 U.S Code 633a, Age Discrimination in Employment Act.
- c. 29 U.S Code 791, Rehabilitation Act of 1973.
- d. 29 U.S. Code 12101, Americans with Disabilities Act.
- e. 29 Code of Federal Regulations 1614, Opportunity in the Federal Government.
- f. AR 690-12, Equal Employment Opportunity and Affirmative Action.
- g. AR 690-600, Equal Employment Opportunity Discrimination Complaints.

2. It is the policy of the Department of Defense and the Department of Army to provide equal opportunity for soldiers, their family members, civilians, and applicants for employment based on qualifications, merit, and fitness regardless of race, color, religion, gender, or national origin. Civilians and applicants are further protected against discrimination based on age and physical or mental disability.

3. I am personally committed to providing equal opportunity and equal treatment without regard to race, color, sex, national origin, age, or physical/mental impairments; and an environment free of sexual harassment for all soldiers, civilian employees, family members, and applicants. Equal opportunity is a leadership responsibility and a normal function of command that strengthens organizations, improves morale and ensures the well being of our personnel. Leaders at all levels in the Northern Region have an obligation to create and maintain an environment free of discrimination. By creating a climate where everyone is treated with dignity and respect, we create a better workplace.

4. EEO is an inherent part of all personnel management policies, procedures, practices, and actions that affect employment, assignment, reorganizations, promotion, training and development, awards and recognition, discipline, working conditions, and facilities and services for employees and applicants for employment. EEO coordination must be made prior to sending a civilian personnel selection to the Civilian Personnel Operations Center. As employees, know your individual rights and make suggestions or recommendations for corrective actions, as required. As leaders, we must be committed to personal involvement and participation in EEO programs, and we must communicate with the employees about goals and actions required.
5. Mandatory EEO training for new supervisors is included in the Basic Supervisory Development Course. This training will be conducted by the servicing EEO office. Refresher training will be required whenever there is a substantial change in EEO policy.
6. This administrative policy applies to all personnel in the ACA NR.
7. This administrative policy remains in effect until rescinded or superseded.



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MEMORANDUM FOR U.S. Army Contracting Agency (ACA) Northern Region
Headquarters (NRHQ) Personnel

SUBJECT: ACA NR Administrative Policy Letter A04-04, Sexual Harassment

1. Reference, memorandum, Department of Army, dated 10 Aug 95, subject: Army Policy on Sexual Harassment.
2. I am personally committed to the Army's policy for the prevention of sexual harassment. The policy for ACA NR is zero tolerance. I expect all soldiers and civilians to support the policy as well. Preventing sexual harassment is everyone's responsibility, regardless of rank or position. Any action that jeopardizes the public trust and confidence in our organization has an adverse effect on the ability to accomplish our mission.
3. The Equal Employment Opportunity Commission defines sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Additionally, anyone in a supervisory position who engages in or condones implicit or explicit sexual behavior engages in sexual harassment.
4. Training is essential to maintain an environment free of sexual harassment. Therefore, annual training in the prevention of sexual harassment is mandatory for all supervisors of civilian employees and for all civilian employees. New supervisors will be scheduled to attend Prevention of Sexual Harassment training within 180 days of appointment. Semi-annual training in the prevention of sexual harassment is mandatory for all soldiers.
5. This administrative policy letter applies to all personnel assigned to ACA NR.
6. This administrative policy letter remains in affect until rescinded or superceded.


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MEMORANDUM FOR U.S. Army Contracting Agency (ACA) Northern Region
Headquarters (NRHQ) Personnel

SUBJECT: Administrative Policy Letter A04-07, Safety

1. It is my responsibility to ensure the ACA NR provides a safe working environment for personnel. The well-being of our personnel is important to me because it affects our ability to maintain a successful organization.
2. Safety awareness and enforcement are important parts of successful operations. A safe environment is a valuable mission enhancer because it conserves critical mission resources (people, time and money). Integrating safety into our daily activities will decrease accidents, injuries and fatalities.
3. Safety is everyone's responsibility. A commitment to safety is essential to fostering a climate where all members can contribute towards accomplishment of our mission. I will lead the effort personally and expect the same from all regional personnel. Accordingly, I expect all personnel to ensure their personal safety and the safety of those working around them.
4. Supervisors must demonstrate proactive leadership in observing and enforcing safety standards, implementing risk management and improving safety and occupational health in areas under their control. Supervisors are accountable for ensuring that personnel know the hazards of the workplace and receive appropriate training on how to work safely.
5. Our personnel are irreplaceable. Therefore, we must all strive to assure we have no safety incidents. It is everyone's responsibility. The cost of fatality is immeasurable.
6. This administrative policy applies to all personnel assigned to ACA NR.
7. This administrative policy remains in effect until rescinded or superceded.


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MEMORANDUM FOR U.S. Army Contracting Agency (ACA) Northern Region
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SUBJECT: Administrative Policy Letter A04-08, Fire Protection and Prevention

1. Reference, Fort Monroe Regulation 420-3, dated 1 Feb 95, subj: Facilities Engineering Fire Prevention and Protection, with Change 1, dated 1 Mar 95.
2. Overall proponentcy for fire prevention and protection is provided by the Fort Monroe Fire Department. Each individual in the ACA NRHQ bears responsibility to help safeguard the loss of life and property by fire through the use of common sense and the measures listed below.
 - a. Personnel will participate in fire drills to practice safe egress from Building 10. Under no circumstances will personnel re-enter the building until told to do so by the senior fire department representative or senior ACA NRHQ leader on-site at the time.
 - b. Keep aisles, corridors, exit passageways, stairs, and outside fire escapes unobstructed at all times.
 - c. Exit doors will remain unlocked at all times when the building is occupied. Exit doors will swing when individuals are exiting the building. Exits will be properly identified.
 - d. Visually inspect assigned areas during normal operations and at the close of business to detect and eliminate fire hazards.
 - e. Ensure electrical cords are not frayed or otherwise deteriorated. Disconnect electrical appliances with heating elements when not in use or unattended.
 - f. Designated smoking areas will be provided and utilized IAW AR 600-63, Chapter .
 - g. Report all fires, regardless of size or nature, to the Fort Monroe Fire Department at 788-2287.

This administrative policy applies to the ACA NRHQ only.

4. This administrative policy remains in effect until rescinded or superceded.



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SUBJECT: Administrative Policy Letter A04-05, Consideration of Others (CO2)

1. REFERENCES:

a. Memorandum, Department of Army, Office of the Assistant Secretary, Manpower and Reserve Affairs, 12 Feb 98, subj: Consideration of Others Program.

b. Message, HQDA, DAPE-HR-L, 7 Oct 97, subj: Consideration of Others Program.

2. CO2 is defined as, "[t]hose actions that indicate a sensitivity to and regard for the feelings and needs of others, and an awareness of the impact of one's own behavior on them." The purpose of the CO2 program is to enhance trust, cohesiveness, and readiness by promoting and strengthening a climate of dignity and respect for others. The ACA NR CO2 program includes all assigned military and civilian personnel. The CO2 program is a valuable tool to be used by ACA NR leaders to instill the Army's core values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage throughout the region. It is inherent upon ACA NR leaders to develop and foster a culture where all personnel can excel.

3. The three pillars of CO2 within ACA NR are education, enforcement, and ownership; education is the cornerstone of the program.

a. Education will be accomplished via trained facilitators (e.g., Leadership, Education and Development facilitators, Equal Employment Office personnel). Activities with limited, trained CO2 facilitator resources may send ACA select personnel to CO2 facilitator training. All personnel will participate in at least eight hours of small group discussion annually. Smaller staff elements may consolidate or join larger offices/divisions to gain greater benefit that size and diversity bring to discussions.

b. Enforcement requires that we will take immediate action to resolve incidents when they occur.

c. Ownership signifies acceptance of the program by all ACA NR personnel. To accomplish CO2 goals, full participation with an exchange of ideas is necessary.

4. The ACA NR is committed to fair treatment for all soldiers, civilians, and family members. Under no circumstances will any form of harassment, profanity, verbal abuse, prejudice, discrimination, or other type of offensive behavior directed toward our personnel and their family members be tolerated.
5. This administrative policy applies to all personnel in the ACA NR.
6. This administrative policy remains in effect until rescinded or superceded.



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MEMORANDUM FOR U.S. Army Contract Agency (ACA) Northern Region
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SUBJECT: ACA NR Administrative Policy Letter A04-01, ACA NR Policy Letters

1. ACA NRHQ Administrative Policy Letters are statements of Director, ACA NR, policy that are applicable to the ACA Northern Region and/or NRHQ. These letters are used to provide statements of policy in areas of high level Northern Region emphasis that may or may not be covered in Army or ACA HQ publications, or concerning special interest areas, such as equal opportunity.
2. As part of orientation, all new personnel are required to read and become familiar with current ACA NR Administrative Policy Letters. The Letters are posted to the Army Knowledge Online (AKO) website, Community and Knowledge Center, ACA Northern Region link.
3. Administrative Policy Letters be issued by the Director, ACA NRHQ. The ACA NRHQ staff element with program or subject matter proponentcy will prepare and staff letters, and submit for approval/signature of the Director, ACA NR.
 - a. Subject matter will be universal to the ACA NR organization, rather than applicable to one or two directorates/offices or divisions.
 - b. Letters will be prepared using the format reflected in this Letter. Font will be Arial, regular font, 12 pitch.
 - c. ACA NRHQ Administrative Support staff will assign and track Administrative Policy Letter numbers. A number will be assigned prior to submitting to the Director for approval/signature. Numbering of the Letters will be indicated by the letter "A" in the first position, followed by the fiscal year, followed by a hyphen and a sequential number (e.g., A03-01, A03-02, etc).
 - d. Letters will indicate applicability to all NR personnel, or NRHQ personnel only.
 - e. Letters will indicate the expiration date.

4. After signature by the Director, ACA NR, the NRHQ Administrative Support staff will post the Letter to the AKO ACA Northern Region Community and Knowledge Center, and send an e-mail to the NR leadership to advise of the posting. The ACA NR Administrative Support staff will maintain the original copy of the Letters.
5. This administrative policy applies to all personnel assigned to ACA NR.
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SUBJECT: ACA NR Administrative Policy Letter A04-06, Open Door Policy

1. Open communication is the foundation of any successful organization, and the ability of members of the Northern Region to express their concerns or problems is the most important block of that foundation. I will maintain an "Open Door" to all military and civilian employees of ACA NR. I will make myself available to discuss, advise, and/or counsel on issues that are presented.
2. Each individual also has the responsibility to use the chain of command. The people working closest with you are typically in the best position to provide assistance. I expect all members of the chain of command to act in a sincere, responsible, and timely manner to listen to employee concerns and in resolving problems that may arise. Ideally, requests should be handled at the lowest level possible; however, no person needing assistance will be denied the opportunity to see me. Further, no punishment, or any type of reprisal will be taken against persons wishing to see me, the Inspector General, or any other agency.
3. Appointments to see me under this policy can be made by contacting my office at (757) 788-2305 or DSN 680-2305.
4. This administrative policy applies to all personnel assigned to ACA NR.
5. This administrative policy remains in effect until rescinded or superseded.


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STANDING OPERATING PROCEDURE

Number 1

19 November 2003

CONFERENCE ROOM RESERVATION PROCEDURES

1. **PURPOSE:** To describe reservation and operating procedures for ACA NRHQ Conference Rooms located in Building 10, 2nd floor, Wing A and Wing B.

2. **PROCEDURES:** The following procedures will be adhered to when reserving and utilizing the Conference Rooms.

a. The ACA NRHQ has two Conference Rooms available for use by the ACA NRHQ staff and other offices on Fort Monroe. The Conference Rooms are available for open reservation on a first come, first served basis with the understanding that the ACA NRHQ Director has priority over any scheduled conference.

b. The Conference Room in Wing A has full VTC capabilities, video projection and speaker phone/teleconference capabilities.

c. Each Conference Room has a maximum seating capacity of 24. To reserve the Conference Rooms contact Ms. Susan Jordan at 788-2305. The requester should be prepared to identify all IT/AV support that will be required. The ACA NRHQ IT/AV support representative will thereafter contact the requestor to confirm VTC and computer-support requirements. Non-ACA offices must make their own arrangements with the Post Operator for teleconference connections. Ms. Jordan will assist, if necessary, with the dial up for your teleconference.

d. The configuration of the ACA NRHQ Conference Rooms tables and chairs may be changed to meet the needs of the user. However, once the meeting is complete, it is the user's responsibility to return the Conference Rooms to the original configuration. The Conference Rooms must be kept clean and presentable at all times. Clean up and removal of all conference material is the responsibility of the party using the Conference Rooms and will be accomplished immediately following the event. Clean up of the Conference Rooms includes wiping down of table tops, emptying trash containers and removal of any residual materials, as well as vacuuming floor as needed.

e. All organizations and Conference Room users/participants must comply with the policies set forth herein. Failure to comply may result in future usage limitations on the responsible organization.

3. POC for this SOP is the ACA NRHQ secretary, Ms. Susan Jordan, at 788-2305.



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